

RESOLUTION NO. _____

APPROVAL TO RENEW RUSSELL CHOICE NEIGHBORHOODS HUD & MISCELLANEOUS LEGAL CONSULTANT SERVICES CONTRACT WITH RENO & CAVANAUGH, PLLC.

Item No. 5I

WHEREAS, the U.S. Department of Housing and Urban Development provided the Louisville Metro Housing Authority (LMHA) Capital Funds to be utilized in conjunction with the Russell Choice Neighborhoods program for HUD and miscellaneous legal services; and

WHEREAS, in 2020, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract for Russell Choice Neighborhoods legal services to Reno & Cavanaugh, PLLC to provide the requisite legal services for a period of one year; and

WHEREAS, the contract awarded to Reno & Cavanaugh, PLLC included an option provision whereby LMHA may renew the contract for up to four additional years.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer is hereby authorized to exercise the third option to renew the contract for Russell Choice Neighborhoods HUD & Miscellaneous Legal Consultants Services Contract with Reno & Cavanaugh, PLLC for one year with an annual fee not to exceed \$100,000.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority periodically requires legal services in the course of agency operations. In January 2021, LMHA awarded the Russell Choice Neighborhoods HUD and Miscellaneous Legal Consultant Services Contract to Reno & Cavanaugh, PLLC. The contract, based on an annual fee not to exceed \$200,000, included an option allowing LMHA to renew the contract for four additional one-year terms. The contract will expire on January 16, 2024 unless LMHA exercises the third option to renew.

There are no changes in the hourly rates quoted in the proposal from Reno & Cavanaugh, PLLC.

Staff has been pleased with the performance of Reno & Cavanaugh, PLLC and the firm has achieved an “Above Average” rating from staff. LMHA now has the opportunity to renew the contract for another year. The amount expended from this contract in the past year is as follows:

<u>Year</u>	<u>Amount Spent</u>		
2021	\$ 44,512.50	(1/17/21 to 1/16/22)	(Original Contract)
2022	\$ 22,580.81	(1/17/22 to 1/16/23)	(1 st Renewal)
2023	\$103,582.57	(1/17/23 to Date)	(2 nd Renewal)

Exercising the option will also save LMHA the considerable time and expense of preparing and advertising a new contract. The original contract amount was for a fee not to exceed \$200,000 and we are recommending renewing the contract with a fee not to exceed \$100,000 as the average yearly cost has been well below the original contract amount. The LMHA Procurement Committee (Keith McCarthy, Norma Ward, Mathew Swain, LaTasha Kilgore and Phil Reidinger) has sanctioned this renewal. Reno & Cavanaugh PLLC. Also holds the HUD and Federal Related Professional Legal Services Contract.

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II. ALTERNATIVES:

- A. Renew the contract with Reno & Cavanaugh, PLLC one additional year by exercising the third renewal option.
- B. Do not renew the contract with Reno & Cavanaugh, PLLC.

III. RECOMMENDATION:

Staff recommends Alternative "A."

IV. JUSTIFICATION:

- Reno & Cavanaugh, PLLC is qualified to perform the needed services as demonstrated by their current and past experiences for LMHA.
- The hourly fees submitted with the proposal in 2021, which was reviewed by staff and found to be reasonable and acceptable, will not change in this renewal option. The Attorney fees are \$385 and \$330; the Associate hourly fee is \$250, and the Paralegal hourly fee is \$150.
- Staff completed the Contract Renewal Evaluation Form. The firm received an overall rating of **Above Average** (Above Average/Average/Below Average) from staff.
- Reno & Cavanaugh, PLLC, which was established in 1977, has a diverse group of attorneys that come from unique employment and educational backgrounds, including in-house counsel positions at housing authorities, nonprofit organizations, policy positions at HUD joint-degree programs in public policy and business administration. Based out of Washington, D.C., the firm's administrators and paralegals come from all over the country and the world.

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IV. JUSTIFICATION (cont'd):

- Reno & Cavanaugh, PLLC has a dedicated team of five (5) attorneys working under this contract, of which one is African American and three are female; and they will also have an additional supporting team of thirty-five (35) attorneys, of which eight (8) are African American, one (1) is Hispanic and twenty-three (23) are female.

- LMHA can enjoy the full benefit of the option clause by executing a simple one-year contract renewal.

V. BUDGET APPROVAL:

Funding for this contract will be sourced from the program related to a specific project.

Jeffrey Ralph, Director of Finance

Date

VI. PROCUREMENT CERTIFICATION:

The procurement of this contract is in compliance with the Louisville Metro Housing Authority's procurement policies and procedures.

Steven Webb, Purchasing Agent

Date

Prepared and submitted by:

Keith McCarthy, Assistant Director
Capital Improvements Department
November 21, 2023